

The Office Automation Primer

Harnessing Information Technologies for Greater Productivity



Word Processing / Data Processing / Graphics / Photocomposition / Calendar Keeping & Scheduling / Message Switching / Electronic Mail / Teleconferencing & Telecommunications by Carolyn J. Mullins & Thomas W. West

Office Automation Primer Harnessing Information Technologies For Greater Productivity

**George Wybouw, Canadian Workplace
Automation Research Centre.
Organizational Research
Directorate, Richard Kanaan**

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The Office Automation Primer Carolyn J. Mullins, Thomas W. West, 1982 **Harnessing Information Technologies** Carolyn J. Mullins, Thomas W. West, 1984 **Productivity** National Library (Singapore), 1986 **Computerworld**, 1983-10-17 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network **Forthcoming Books** Rose Arny, 1983 **Personal Computing**, 1984 **Write to the Point** Michael B. Goodman, 1984 Abstract Guidelines for effective business writing stress clarity organization and the importance of style The text develops a concept of writing appropriate to professional corporations drawing on examples from actual work situations in order to develop the practical context for this theory Professional writing is considered as a set of skills each of which plays a role in improving the quality of business communication The 14 chapters address 3 central writing functions 1 writing for institutions and business 2 the preparation of memos letters proposals and reports and 3 practical communications graphics and oral presentations electronic writing resumes and job applications and good writing habit guidelines Numerous illustrations examples and exercises are presented throughout wz Recent Acquisitions Library of Michigan, 1984 Books Out-of-print, 1986 Subject Guide to Books in Print, 1996 **Computer Books and Serials in Print**, 1985 *Books in Print*, 1977 Information Management, 1983 **ASTME Technical Digest** American Society of Tool and Manufacturing Engineers, 1986 Technical Digest, 1986 *Japanese Technical Abstracts*, 1986 **Library Journal**, 1983 **Office Automation and Productivity** George Wybouw, Canadian Workplace Automation Research Centre. Organizational Research Directorate, Richard Kanaan, 1986 Provides a bibliography on the subject of productivity in the office environment In addition to the abstracts it contains an original index of references which includes definitions or usage for the terms as well as the articles to which they refer **Strong Central Management of Office Automation Will Boost Productivity** United States. General Accounting Office, 1982 **Automation of America's Offices, 1985-2000** Congress of the U.S., Washington, DC. Office of Technology Assessment, 1985 This study assesses the consequences of the continuing and rapid introduction of information and telecommunications technologies in offices The report of the study contains 12 chapters After a brief look at the context of office automation from the perspective of history the first chapter highlights some expectations about the technologies and their development over the next 15 years It also introduces a framework that guides the assessment summarizes the findings and identifies policy issues for the next decade Chapters 2 through 6 discuss the possible effects of office automation in more detail They deal with potential effects on employment levels the kind of training and education needed for office work changes in work content jobs occupations and organizations the quality of work life the office environment and labor management relations and the security and confidentiality of information Chapters 7 and 8

consider two alternatives to conventional offices made feasible by office automation home based work and performance of data entry operations in countries with lower paid workers Chapter 9 and 10 look at office automation in the public sector while Chapter 11 deals with office automation and small businesses The final chapter considers the implications of office automation for two groups working women and minorities Appendix A describes office automation technology as it is now and as it is likely to develop between 1985 and 2000 while Appendix B summarizes case studies of the automation of several offices KC

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